Create New 'Request to Fill a position'

Hirezon | Interview Exchange

Welcome: Jan Elwell

Manage Requisitions

Notes

Title/Name*:

Requisition Status:

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Request to Fill a Position

NOTICE TO ALL USERS: Please do not open multiple sessions of Interview Exchange, doing so will interfere with form processing. Within your designated step, make certain that all of fields marked with an asterisk * are completed as these are required fields; then click on "Approve" and "Save". Completing these actions in the prescribed order will advance the requisition form along to the next approver. If you click "Deny" for any reason the requisition will be sent back to the originator. Please enter "Comments" as to the reason for denial so that the originator can modify requisition details. Failure to adhere to all of the above will suspend the requisition process. Please take note of the <*descriptors* > noted along the right side of the form below, they are designed to help guide you through accurate form completion.

Step One: Position Data (completed by the authorized user)

Originator* *<Immediate Supervisor of postion requested, the originator CANNOT be listed as an approver>*

Campus Title *<Title that is given to a postion locally by the campus>*

Budget Title *<SUNY Classification Title>*

Step One*: Reason Vacancy Occurred:

New Position ☐ *(check)*
or Replacing: *(name)*

Supervising Department/Division:* Area of Specialty/Program:*

Obligation:* CY (College Year) 10 month AC (Academic Year) 10 month
CY (College Year) 11 month CA (Calendar Year) 12 month

☐ Justification attached*

Line Number:

<Originator click "Approve" then "Submit">

****

Step Two: Employment Data (completed by Human Resources)

Proposed Salary: Grade or Rank:
Position Start Date:* Date Vacant:

<Human Resources click "Approve" then "Submit">

****

Step Three: Account Number(s) *(completed by Office of Business & Finance)* Account number(s) to be charged and the percentage of effort to be charged to each account:

1) 3)
2) 4)

<Business & Finance click "Approve" then "Submit">

****

* **Step Four: Decision Made** *(completed by supervising President/Provost/Dean/Director/Department Chair)*

☐ Approval to fill this position effective *(date)* at a maximum salary of *(salary)*

☐ Disapproved ☐ Other

Comments

Type your name as signature *<Approver click "Approve" then "Submit">*

****

Step Five: Confirmation and Processing by the VP for Business and Finance

Type your name as signature *<VP click "Approve" then "Submit">*

****

Step Six: Confirmation by the president

Type your name as signature *<President click "Approve" then "Submit">*

Add a note / Ask questions:

Attach Select Browse...

✓

To add additional documents and/or comments, please uncheck the checkbox 'Add Approvers' before clicking 'Save Changes'

☐ Add Approvers

Save Changes

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Notes

Fields marked with an asterisk * are required. While completing this form, please do not open other forms in different windows/tabs.

Title/Name: *

Requisition Status:

Request to Fill a Position

Originator* Jan Elwell
Campus Title
Budget Title

Step One:

Reason Vacancy Occurred:* New Position ☐ *(check)*
or Replacing: *(name)*

Supervising Department/Division:* Area of Specialty/Program:*

Obligation:* CY (College Year) 10 month AC (Academic Year) 10 month
CY (College Year) 11 month CA (Calendar Year) 12 month

☐ Justification attached*

Line Number: Grade or Rank:
Proposed Salary: $ Date Vacant:
Position Start Date:*

****

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☐ Approval to fill this position effective *(date)* at a maximum salary of *(salary)*

☐ Disapproved ☐ Other

Comments

Type your name as signature

****

Step Four: Confirmation and Processing by the VP for Business and Finance

Type your name as signature

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Step Five: Confirmation by the president

Type your name as signature

Add a note / Ask questions:

Attach Select Browse...

To add additional documents and/or comments, please uncheck the checkbox 'Add Approvers' before clicking 'Save Changes'

☐ Add Approvers

Save Changes